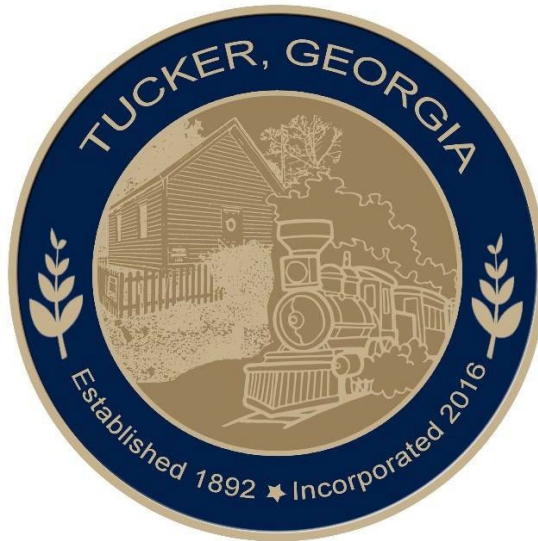


City of Tucker

Request for Qualifications
RFQ #2025-014

On-Call Engineering Professional Services



BID MANUAL

City of Tucker
1975 Lakeside Parkway, Suite 350
Tucker, Georgia 30084

City of Tucker Request for Qualifications
RFQ#2025-014
On-Call Engineering Professional Services

INVITATION: The City of Tucker, Georgia requests that interested parties submit proposals for qualified professional Engineering services. Proposals will be accepted until the date and time listed below and will be awarded to the most responsible and responsive proposer(s) submitting the proposal which is deemed to be the most advantageous to the city. Addenda and updates to this bid manual will be posted on the City of Tucker website <http://tuckerga.gov/bids> or may be requested by email procurement@tuckerga.gov.

BID ACTIVITY SCHEDULE	
RFP/RFQ Issued	October 8, 2025
Pre-Bid Conference	N/A
Deadline for Questions	October 21, 2025, at 1:00pm EST
Responses to Questions Posted (Addenda)	October 24, 2025
Proposal / Qualification Deadline	November 6, 2025, at 2:00pm EST
Scoring by Evaluation Committee	November 7 – 14, 2025
Interviews (if requested)	November 17-19, 2025
Award at Council Meeting	December 8, 2025 (Tentative)

SCOPE OF WORK: Refer to Exhibit A.

PRE-BID CONFERENCE: There will be no pre-bid conference for this solicitation.

QUESTIONS: Submit all questions in writing to procurement@tuckerga.gov. Reference RFQ #2025-014 in the subject line of the email.

ADDENDA: Responses to the questions received will be by addenda and will be posted on the City website www.tuckerga.gov/bids. The signed acknowledgement issued with each addendum must be submitted with the proposal. It is the vendors responsibility to verify if any addenda were created.

SUBMITTAL REQUIREMENTS: Vendor shall submit RFQ Response electronically to procurement@tuckerga.gov so that it is received no later than November 6, 2025, at 2:00pm with the subject line RFQ #2025-014. The email must contain the vendor's contact information. The submittal shall be one PDF file named "<Company Name>.RFQ 2025-014.Bid Submittal.pdf". The submittal email will be opened to confirm receipt of the submittal; however, the attached PDF file will remain unopened until the public opening.

PROPOSAL OPENING: All proposals received prior to the deadline will be opened publicly on November 6, 2025, at 2:00pm EST at Tucker City all located at 1975 Lakeside Parkway, Suite 350, Tucker GA. A list of submittals will be posted on the City's website, www.tuckerga.gov/bids, following the opening of the proposals.

DOCUMENT SUBMITTAL REQUIREMENTS:

1. Proposal, including understanding and approach, related experience and references, personnel qualifications
2. Categories of Professional Services Forms (provided)
3. GDOT Area Classifications Checklist Form (provided) and any GDOT Notice of Qualification(s) and Coordinating Certificate(s)
4. W-9 Form (provided)
5. Certificate of Current Insurance
6. Notarized E-Verify Affidavit Form (provided)
7. Notarized Oath of Non-Collusion (provided)
8. Acknowledgement of Addendum issued with each Addendum.
9. Contact Information Form (provided)

All responses must be received electronically by the Bid Deadline. (Addenda will show any schedule updates). No proposals will be received orally or by phone. Late proposals will not be considered. Proposals received after the deadline will be filed unopened. The City of Tucker reserves the right to reject any and all proposals or any part, to waive any formalities to make an award and to re-advertise in the best interest of the City. The City of Tucker reserves the right to cancel any and all Request for Qualifications at any time when determined to be in the best interest of the City. The City reserves the right to consider past performance in determining the responsibility of bidders.

The city reserves the right to negotiate pricing with the top scoring bidder(s) and may, in its discretion, award a contract to the responsible and responsive proposer(s) submitting the proposal(s) which are deemed to be the most advantageous to the City, all factors being considered, as described in the selection criteria.

EXHIBIT A
Project Specifications / Scope of Work
RFQ #2025-014
On-Call Engineering Professional Services

1.0 INTRODUCTION

The City of Tucker (City) is seeking qualified firms to provide Professional Engineering and related services under an annual on-call professional services agreement in accordance with terms outlined in this Request for Qualifications (RFQ). The City intends to select a minimum of two firms for each category of services through a qualification-based selection process and intends to execute on-call consulting agreements (with annual renewal options not to exceed three years) with the selected firms for services to be provided.

The categories for which firms are to be considered are:

1. Road Design including Widening and Intersection Improvements
2. Survey
3. Hydrology
4. Construction Engineering and Inspection (CEI)
5. Sidewalk / Trail Design including Landscape Design
6. Traffic Studies, including Intelligent Traffic System (ITS) and Traffic Signal Design
7. Environmental Engineering to include Geological and Material Testing

Firms may be selected for more than one category. The City will assign firms to selected categories of service. Submittals must clearly identify the category(ies) of service for which the firm wishes to be considered, using the form provided.

The City reserves the right to assign project task orders as the City desires to the selected firms. When a need for services arises, the City will solicit competitive quotes from the selected firms within the applicable category. The City retains the right to negotiate directly with one or more on-call consultants as needed.

The quotes for each project shall include:

- A detailed description of the services to be provided,
- A milestone schedule for major tasks to be conducted by the consultant
- A list of deliverables to be provided by the consultant
- A proposed fee structure for the project.

The City will review each quote submittal and accept, reject, or negotiate a final scope and fee with the selected Consultant for a specific task order. Upon acceptance of a final scope and fee for each project, the City will issue to the Consultant a Task Order indicating acceptance of the project proposal and authorization to commence services in accordance with the on-call consulting agreement and the project proposal.

Projects to be assigned will be identified in the City of Tucker Capital Improvement Plan. Example projects may include, but are not limited to, the following:

- Trail Design
- Sidewalk Design
- Minor Traffic Studies
- Traffic Signal Timing Studies
- Minor Drainage Improvements

- Drainage Basin Analysis
- Property Survey
- Utility Survey (Possible SUE)
- Phase I and Phase 2 Environmental Assessment
- Construction Management
- Resurfacing Inspections
- Minor Intersection Improvements
- Streetscape Design

Firms must submit qualifications as a single entity and may not form or submit as a team of multiple firms. A submittal that includes a team of firms will not be considered.

Project Oversight and Staffing

The successful offerors will report to the City Engineer. The contract will be with the City of Tucker. Project status updates are mandatory during the work via in process reviews (IPRs), reports and/or other interactions as proposed or specified.

2.0 RFQ STANDARD INFORMATION

2.1 Authority

This RFQ is issued under the authority of the Purchasing Division of the City of Tucker. The RFQ process is a procurement option allowing the award to be based on stated evaluation criteria. The RFQ states the relative importance of all evaluation criteria.

2.2 Offeror Competition

The City encourages free and open competition among offerors. Whenever possible, the City will design specifications, proposals, and conditions to accomplish this objective, consistent with the necessity to satisfy the City's need to procure technically sound, cost-effective services and supplies.

2.3 Receipt of Proposals and Public Inspection

All information received in response to this RFQ, including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after the time for receipt of Proposals has passed with the following four exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated and documented; (2) matters involving individual safety as determined by the City of Tucker (3) any company financial information requested by the City of Tucker to determine Consultant responsibility, unless prior written consent has been given by the offeror; and (4) other constitutional protections.

Upon opening the Proposals received in response to this RFQ, the procurement officer in charge of the solicitation will review the Proposals and separate out any information that meets the referenced exceptions in Section 2.3.1 above, providing the following conditions have been met:

- Confidential information is clearly marked and separated from the rest of the Proposals.
- An affidavit from an offeror's legal counsel attesting to and explaining the

validity of the trade secret claim is attached to each Proposal containing trade secrets.

Information separated out under this process will be available for review only by the procurement officer, the evaluation committee members, and limited other designees. Offerors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a “right to know” (open records) request from another party.

2.4 Procurement Officer Review of Proposals

A. Determination of Responsiveness

All Proposals will initially be classified as either “responsive” or “non-responsive”. Proposals may be found non-responsive any time during the evaluation process or contract negotiation if any of the required information is not provided or the Proposal is not within the plans and specifications described and required in the RFQ. If a Proposal is found to be non-responsive, it will not be considered further. If an offeror is found non-responsive, the determination will be communicated to the offeror in writing and made a part of the procurement file.

B. Determination of Responsibility

The procurement officer will determine whether an offeror has met the standards of responsibility. Such a determination may be made at any time during the evaluation process and through contract negotiation if information surfaces that would result in a determination of non-responsibility. The City reserves the right to consider past performance in determining the responsibility of bidders. If an offeror is found non-responsible, the determination will be communicated to the offeror in writing and made a part of the procurement file.

2.5 Evaluation of Proposals

All responsive Proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, the City may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFQ responses in terms of differing quality and contractual factors. These scores will be used to determine the most advantageous offering to the City. Only those that meet the evaluation criteria will be considered as pre-qualified.

2.6 City’s Rights Reserved

Issuance of the RFQ in no way constitutes a commitment by the City of Tucker to award and execute a contract. Upon a determination such actions would be in its best interest, the City, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ;
- Reject any or all Proposals received in response to this RFQ;
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFQ which would not have significant impact on any proposal;
- Not award if it is in the best interest of the City not to proceed with contract execution; or

- If awarded, terminate any contract if the City determines adequate City funds are not available.

2.7 General Information

- A. It is extremely important that project schedules are met. Only those firms or teams with the necessary resources and a commitment to complete all work on schedule should submit a Proposal.
- B. Firms are expected to be very knowledgeable about the Plan Development Process (PDP) and the Plan Presentation Guide (PPG) and to be proactive in meeting the requirements of the PDP with minimal oversight by City of Tucker.
- C. Pre-Qualifications for work with Georgia Department of Transportation in the following Area Classifications are preferred, but not required:
 - Road Design including Widening and Intersection Improvements
3.02, 3.03, 3.10, 3.12, 9.01
 - Survey, including Subsurface Utility Engineering (SUE)
5.01, 5.02, 5.08
 - Hydrology
3.12, 6.03
 - Construction Engineering and Inspection (CEI)
8.01, 9.03
 - Sidewalk / Trail Design including Landscape Design
3.08, 3.12, 3.13, 9.01
 - Traffic Studies, including Intelligent Traffic System (ITS) and Traffic Signal Design
1.10, 3.06, 3.07, 3.09
 - Environmental Engineering
6.01a, 6.012b, 6.04a, 6.04b

Submittals should include GDOT Area Classification Checklist form provided), any GDOT Notice of Certification(s) and any corresponding Certificates.

- D. City of Tucker will expect to liaison with a single project manager representing the prime consultant firm and the sub-consultants.
- E. City of Tucker reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.

3.0 STATEMENT OF QUALIFICATIONS SUBMISSION AND EVALUATION

3.1 Preparation of Proposals

Each Proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the technical Proposals, the Offeror should reference these materials in the technical Proposals, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.

3.2 Submittal Requirements

Failure to meet these requirements will result in the Proposals being determined “non-responsive” and the entire submittal will be rejected.

- A. Submittals of firm information and Proposals should be no more than twenty (20) pages single-sided, 8½” x 11” pages in length. The 20-page limit does not include the cover page and the required City forms. Any other supplemental information and pages outside the page limit will not be reviewed and will be considered as non-responsive to the page limit requirement.
- B. Provide firm name, address, telephone number, e-mail address for the primary contact person, former firm names, official Georgia address (if applicable), and joint venture partner information (if applicable). If the firm has branch offices, state which office will perform most of the work.
- C. In table format and labeled TABLE 1, provide a brief description of engineering services, or related projects completed within the last three (3) years. Include the name of the project owner, contact name and telephone number, and where the work was performed.
- D. Provide the resumes of key personnel who will perform the work. Personnel information should include professional registrations [type, number, and state(s) where registered], years of experience, years with firm, and description of responsibilities associated with specific previous projects performed by the individual.
- E. Provide an Organizational Chart of key personnel.
- F. Consultants shall clearly indicate in the submittal package the designated staff person that will act as the primary point of contact with the City.
- G. The consultant should provide a minimum of four (4) references.
- H. The consultant shall submit the required forms provided as part of the bid package, which will not be counted toward the 20-page limit.

3.3 Evaluation Process

The Selection process is primarily Qualifications-Based where the technical skills and experience are the most significant components of the evaluation process. Proposals which pass the administrative review and deemed responsible and responsive will then be forwarded to the Technical Evaluation Team for further assessment.

Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by offerors outside the formal response or subsequent discussion/negotiation or “best and final offer,” if requested, will not be considered, will have no bearing on any award, and may result in the offeror being disqualified from further consideration.

3.4 Selection Criteria

The Evaluation Committee will evaluate the quality and completeness of each proposal as it addresses each requirement of the RFQ. The RFQ carries a total weight of 100 points. Proposals will be evaluated and scored in categories. Each category is assigned a maximum point value. Firms will be evaluated and rated based on the criteria below:

A. Qualifications of Project Manager and Design Team 30%

- Project Manager Education, registration(s), current and past relevant employment
- Design Team education, registration(s), current and past relevant employment
- Knowledge of current design criteria, including FHWA Policies, AASHTO Guidelines GDOT Design Policies, MUTCD, and other industry standards.
- Knowledge of GDOT Project Development Process
- QA/QC procedures
- Organizational Chart

B. Experience and Past Performance 50%

- Project Manager relevant engineering experience, relevant project management experience, and relevant experience in utilizing GDOT specific processes or guidance.
- Design Team relevant technical experience
- Demonstrated experience with similar type of projects
- Demonstrated ability to complete multiple projects for municipal clients in a timely manner
- References

C. Project Understanding and Approach 20%

- The offeror shall state how the firm proposes to achieve required outcomes through goals, objectives, policies and programs. How final projects will be organized, formatted and presented shall be part of the proposal.
- A description of the firm's understanding of the scope and challenges of projects, including the firm's approach to selection of materials and systems and how those selections impact project cost, project delivery dates and other matters.
- The approach shall also illustrate how the firm will successfully maintain and effective line of communication throughout the process.

3.4.1 Final Evaluations

The City reserves the right to invite Offerors for an interview to present their proposal to the evaluation team.

The highest ranked firm(s) will be presented to City Council for contract approval. City Council has the final authority for issuing an on-call contract selection of the highest ranked firm(s).

3.5 Rejection of Proposals/Cancellation of RFQ

The City reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City. It is also within the right of the City to reject proposals that do not contain all elements and information requested in this document. The City reserves the right to cancel this RFQ at any time. The City will not be liable for any cost/losses incurred by the Offerors throughout this process.

3.6 City's Right to Investigate and Reject

The City may make such investigations as deemed necessary to determine the ability of the offeror to perform the services specified.

4.0 TERMS AND CONDITIONS

4.1 RFQ Amendments

The City reserves the right to amend this RFQ prior to the due date. All amendments and additional information will be posted to the DOAS/Georgia Procurement Registry, and the City website at: www.tuckerga.gv/bids . Offerors are encouraged to check websites frequently.

4.2 Proposal Withdrawal

A submitted Proposal may be withdrawn prior to the due date and time by a written request to the Procurement Manager. A request to withdraw a Proposal must be signed by an authorized individual. No proposal may be withdrawn for a period of ninety (90) days after the time has been called on the date of opening.

4.3 Cost for Preparing Proposals

The cost for developing the Proposal is the sole responsibility of the Offeror. The City will not provide reimbursement for such costs.

4.4 Term

The term of any contracts issued as a result of this RFQ shall conclude on June 30, 2026 and may be renewed for no more than three (3) one-year terms.

4.5 Conflict of Interest

If an Offeror has any existing client relationship that involves the City of Tucker, the Offeror must disclose each relationship.

4.6 Minority Business Policy

It is the policy of the City of Tucker that minority business enterprises shall have a fair and equal opportunity to participate in the City purchasing process. Therefore, the City of Tucker encourages all minority business enterprises to compete for, win, and receive

contracts for goods, services, and construction. Also, the City encourages all companies to sub-contract portions of any City contract to minority business enterprises. There is no required DBE minimum for this solicitation.

4.7 ADA Guidelines

The City of Tucker adheres to the guidelines set forth in the Americans with Disabilities Act. Offerors should contact the Issuing Officer at least one day in advance if they require special arrangements when attending the Offeror's Conference, if any. The Georgia Relay Center at 1-800-255-0126 (TDD Only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.

4.8 Compliance with Laws

The Consultant will comply with all City, State of Georgia, Title VI and Federal laws, rules, and regulations.

4.9 Governing Terms

This RFQ expressly limits acceptance to the terms stated below. Any additional or different terms proposed by consultant and expressed in any form (acknowledgements, confirmations, invoices, catalogs, brochures, technical data sheets, etc.), whether before or after Consultant's receipt of this contract, shall not be binding upon City. City's silence or acceptance of the Materials shall not constitute consent to such additional or different terms.

4.10 Indemnification

Consultant shall be responsible for and shall indemnify and hold City harmless from any and all claims, demands, costs, damages and expenses of whatever nature (including, without limitation, attorney's fees) relating to or arising from (a) Consultant's breach of any of the representations and warranties contained herein; (b) Consultant's failure to follow City's specifications; (c) Consultant's other breach of the terms hereof; or (d) any other act(s) or omissions(s) of Consultant, its employees, independent Consultants, agents, and suppliers.

4.11 Corrections/Credits

At City's option, Consultant shall either issue an appropriate credit or undertake, at Consultant's sole cost, corrections to materials made necessary by reason of Consultant's failure to follow City's specifications or Consultant's other breach of the terms hereof. The remedies afforded City in this paragraph are in addition to, not in lieu of, any other remedy herein or provided by law or equity.

4.12 Insurance

The consultant shall procure and maintain the following insurance policies; all policies shall name the City of Tucker as an additional named insured and shall provide for waiver of subrogation in favor of the City of Tucker:

- a. Commercial General Liability coverage at their sole cost and expense with limits of not less than \$1,000,000 in combined single limits for bodily injury

and/or property damage per occurrence.

b. Statutory Workers Compensation and Employers Liability Insurance with limits of not less than \$1,000,000.

c. Professionally Liability Insurance with limits of not less than \$2,000,000 per occurrence and in aggregate.

All insurance shall be provided by an insurer(s) acceptable to City and shall provide for thirty (30) days prior notice of cancellation to City. Upon request, Consultant shall deliver to City a certificate or policy of insurance evidencing Consultant's compliance with this paragraph. The Consultant shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

4.13 Independent Consultant

Consultant shall at all times be acting as an independent Consultant and not be considered or deemed to be an agent, employee, joint venture or partner of City. Consultant shall have no authority to contract for or bind City in any manner.

4.14 Ownership

All documents designed for the City shall be owned by the City.



ITB 2025-014 On-Call Engineering Professional Services

CATEGORY SELECTION FOR CONSIDERATION

Indicate which category/categories your firm wishes to be considered by initialing in the chart below.

Company Name: _____

CATEGORY	CONSIDERATION
Road Design including Widening and Intersection Improvements	
Survey	
Hydrology	
Construction Engineering and Inspection (CEI)	
Sidewalk / Trail Design including Landscape Design	
Traffic Studies, including Intelligent Traffic System (ITS) and Traffic Signal Design	
Environmental Engineering	



ITB 2025-014 On-Call Engineering Professional Services

**GDOT Area Classifications for which the Proposer can
meet Qualification Requirements**

Company Name: _____

Indicate which Area Classifications your firm has qualified with GDOT
Select all that apply.

AREA CLASSIFICATION	
1.10	☐
3.02	☐
3.03	☐
3.06	☐
3.07	☐
3.08	☐
3.09	☐
3.10	☐
3.12	☐
3.13	☐
5.01	☐
5.02	☐
6.01a	☐
6.01b	☐
6.03	☐
6.04a	☐
6.04b	☐
8.01	☐
9.01	☐
9.03	☐

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	2	Business name/disregarded entity name, if different from above.		
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see Instructions) _____	4	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See Instructions ☐		
	5	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
6	City, state, and ZIP code			
7	List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, regardless of the number of employees.

Contractor Name:	
Solicitation/Bid number or Project Description:	RFQ 2025-014 On-Call Professional Engineering Services

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, entity or corporation which is engaged in the physical performance of services under a contract on behalf of the City of Tucker, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period as required by O.C.G.A. § 13-10-91(b) and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present and affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number
(EEV/E-Verify Company Identification Number)

Date of Authorization

Name of Contractor

I hereby declare under penalty of perjury that the foregoing is true and correct

Printed Name (of Authorized Officer or Agent of Contractor)

Title (of Authorized Officer or Agent of Contractor)

Signature (of Authorized Officer or Agent)

Date Signed

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ DAY OF _____, 20____

[NOTARY SEAL]

Notary Public

My Commission Expires: _____



OATH OF NON-COLLUSION

COMES NOW, _____ (“Consultant”),
[*name of Consultant*]

appearing by and through _____,
[*name of individual with authority to bind Consultant*]

its _____ (“Individual And Representative Affiant”), and
[*title*]

[*insert the names of all those required to give the oath*]

(collectively, “Individual Affiants”), and each of the Individual And Representative Affiant and Individual Affiants, after first being duly sworn, deposes and says that:

1. Consultant has not directly or indirectly violated subsection (d) of the Official Code of Georgia Annotated Section 36-91-21, which provides as follows:

Whenever a public works construction contract for any governmental entity subject to the requirements of this chapter is to be let out by competitive sealed bid or proposal, no person, by himself or herself or otherwise, shall prevent or attempt to prevent competition in such bidding or proposals by any means whatever. No person who desires to procure such work for himself or herself or for another shall prevent or endeavor to prevent anyone from making a bid or proposal therefor by any means whatever, nor shall such person so desiring the work cause or induce another to withdraw a bid or proposal for the work.

Code Section 36-91-21(d) also applies to municipal street system contracts pursuant to Official Code of Georgia Annotated Section 32-4-122.

2. Individual And Representative Affiant is the officer of Consultant whose duty it is to make the payment.

3. If Consultant is a partnership, then Individual and Representative Affiant and Individual Affiants together constitute all of the partners and any officer, agent or other person who may have represented or acted for Consultant in bidding for or procuring the contract.

4. If Consultant is a corporation, then Individual and Representative Affiant and Individual Affiants together constitute all officers, agents, or other persons who may have acted for or represented Consultant in bidding for or procuring the contract.

Further affiants sayeth not.

This ____ day of _____, 20____.

By: _____, individually and on behalf of Consultant
[signature of Individual And Representative Affiant]

Name: _____

Title: _____

Individual Affiants' signatures and names:

Name:

Name:

Name:

Name:

Name:

Name:

Subscribed and Sworn before me on this
____ day of _____, 20____.

NOTARY PUBLIC
My Commission Expires:

Contact Information Form

Please fill out this form with the appropriate contact information for your company.

Full Legal Name of Company: _____

Date: _____

Contractor Information:

Primary Contact Person: _____

Title: _____ Telephone Number: _____

E-mail Address: _____

Secondary Contact Person: _____

Title: _____ Telephone Number: _____

E-mail Address: _____

Preferred Contact for Administration: (i.e. Document Processing) (Choose one)

☐ Primary Contact

☐ Secondary Contact

Address: _____

City / State / Zip: _____

Mailing Address (If different than above): _____

City / State / Zip: _____

Federal Employee ID Number (FEIN): _____